Instructions for Online Portal Use

1. Go to fars.montgomerycountymd.gov.

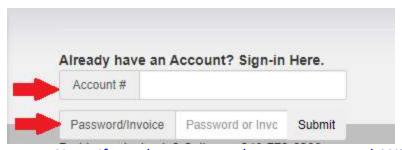


2. Locate the correspondence you received and find your registration number and invoice number (Page 1 (front) of the <u>renewal</u> or Page 2 (back) of the <u>invoice</u>, bottom of the page):

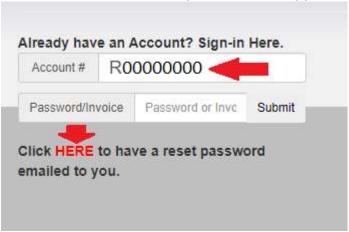
Renewal Example:

		Due Date	Charge	Previous Balance	Amount Owed
Renewal	Fee		:		
Registration No.: R00123456		Remit To:	False Alarm Reduction Section, Dept of Police P.O. Box 83399 Gaithersburg, MD 20883-3399		
			Amount En	closed	
Invoice Example:					
Registration No: R00123456					
Invoice:	1234567 🖛				
Remit To:	False Alarm Reduction Section, Dept of Po		This /	Amount	\$ 0.00
	P.O. Box 83399 Gaithersburg, MD 20883-3399		Total	Outstanding	\$ 0.00
			Pa	yment	

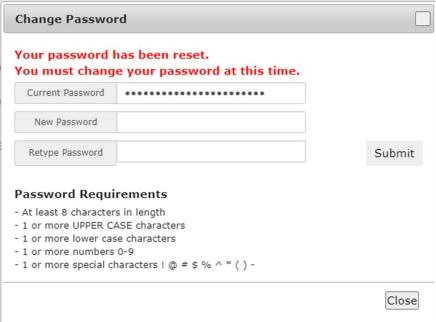
- 3. Enter your registration number in the account number field: RXXXXXXXX (Will begin with R or C followed by 8 digits)
- 4. Enter your password **OR** latest invoice number in the password field: 1234567



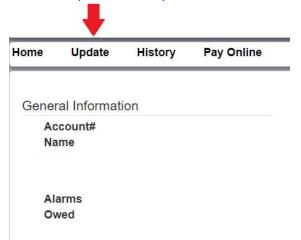
Note: If you do not remember your password <u>AND</u> you cannot locate your invoice number, enter your registration number in the Account # field, tab out, and you will see this option to have a password emailed to you. If you do not have an email on file, this option will <u>not</u> appear.



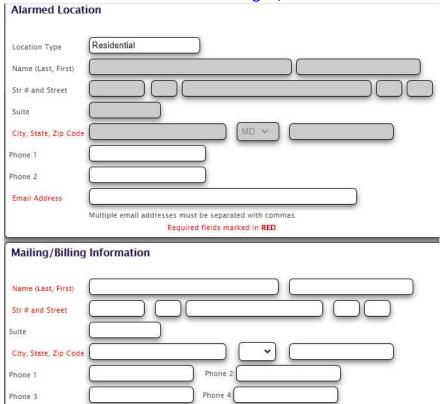
You will receive a temporary password to your email on file. Go back to the sign on screen above and enter your registration number and temporary password. You will then see this screen after clicking submit.



5. Review/Update all of your account information. Click here to access to update.



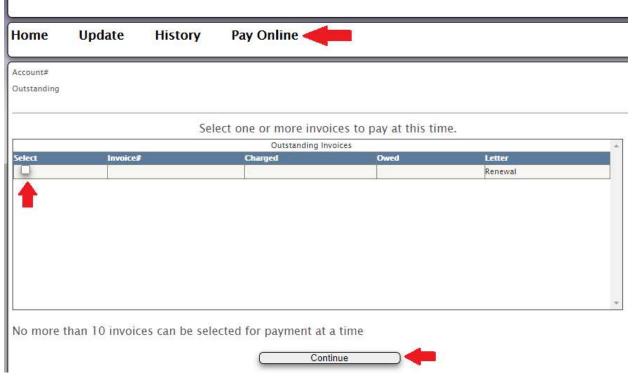
6. Review each section and update, as necessary, to include: your contacts (this should be two people <u>OTHER THAN</u> the owners who can respond in case the police cannot get in touch with the owners) <u>AND</u> ensure your alarm company and monitoring company information is current. NOTE: Anything that is in a locked field below the tab can not be changed/altered online.



Contact 1	
Name (Last, First)	
Str # and Street	
Suite	
City, State, Zip Code	
Phone 1	Phone 2
Phone 3	Phone 4
Email Address	
Contact 2	
Name (Last, First)	
Str # and Street	
Suite	
City, State, Zip Code	
Phone 1	Phone 2
Phone 3	Phone 4
Email Address	
Alarm Company I	nformation
_	
Monitored By	
Sold By	
Serviced By	
Installed By	
Special Condition	
Special Condition	
	Codemia
	Submit

7. AFTER you review all of the information, click Submit.

8. Proceed to renew your alarm permit/registration and/or remit payment for response fees. Click Pay Online. Select invoice to pay. Click Continue.



You will then receive the below message after selecting "Continue." Elavon Online Payment Portal

In order to protect your online payment information, you will now be directed to the Elavon online payment portal pages. All payment information will be entered on that site, which will appear in a new window for you. Payments made through the online portal will be reflected in your account within 72 hours.



10. You will be redirected to the Converge page to make your payment. Your account information will be pre-loaded into the fields. Your payment will likely display on your credit card statement as FARS-WEB.



Elavon Converge Secure Payment Gateway

FARS Online Payment

Montgomery County, Maryland

